



The BASO Connection

Distributed by the Business & Administrative Systems Office ♦ <http://baso.hq.nasa.gov> ♦ December 2004

About This Newsletter



The BASO Connection is a monthly publication intended for users working in the systems supported by the Business and Administrative Systems Office (BASO). The BASO provides support for Core Financial SAP, Business Warehouse, Travel Manager, and WebTADS.



Travel Manager: New Year, New Procedures

Travel Manager (TM) is ringing in the New Year with some new processes and procedures! Starting January 1, 2005, look for a few changes related to Travel Manager accounts.

TM User ID and Passwords

The process for requesting a Travel Manager User ID and password is changing. Starting *January 1, 2005*, all User IDs and passwords must be requested via an IFMP System Access Request NASA Form (NF) 1700. The Standard Access Request Form 224 and emails will no longer be accepted. This change is required in order to be in compliance with NPD 2810.1c and IFMP Competency Center guidance.

To obtain a new Travel Manager User ID and password, follow these steps:

- Download the NF 1700 from the User Procedures page on the Travel Manager Website (<http://travel.hq.nasa.gov>).
- Complete the required sections and ensure that the form is signed by both the employee and supervisor.
- Submit the NF 1700 to the User Resource Center located in Suite CX42 using the NF 1700 drop box labeled *Travel Manager*.
- A Travel Manager User ID and password will be issued by the BASO after the NF 1700 is processed. Users will be notified via phone.

Instructions for completing the NF 1700 can be found under User Procedures on the Travel Manager website at <http://travel.hq.nasa.gov>.

Account Access

Beginning in January 2005, the IFMP Competency Center will be monitoring Travel Manager Security. Users who have not accessed Travel Manager for 90 days will have their accounts temporarily disabled. To reactivate your account, contact the BASO.

Happy New Year from the BASO!



Wishing you the best in 2005 and always!



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BASO Training Calendar

Interested in BASO Training? Check out our upcoming training sessions!

Business Warehouse

BW Travel Reporting

Wednesday, January 12 – 10:00 am

BW Budget Execution Reporting

Wednesday, February 16 – 10:00 am

Core Financial

Budget Execution

Wednesday, January 12 – 2:00 pm

Wednesday, February 9 – 2:00 pm

Cost Management

Wednesday, January 19 – 2:00 pm

Wednesday, February 16 – 2:00 pm

Financial Master Data Overview

Wednesday, January 5 – 2:00 pm

Wednesday, February 2 – 2:00 pm

Purchasing Requisition (PR) Basics

Tuesday, January 11 – 2:00 pm

Tuesday, February 8 – 2:00 pm

Purchasing Requisition (PR) Intermediate

Tuesday, January 18 – 2:00 pm

Tuesday, February 15 – 2:00 pm

SAP Core Financial Cross-functional

Wednesday, January 5 – 10:00 am

Wednesday, February 2 – 10:00 am

Travel Manager

Preparer's Course

Thursday, January 6 – 1:00 pm

For more information or to register for any of these courses, visit the BASO Training Calendar at <http://baso.hq.nasa.gov/training.htm>.

BASO Contacts

The BASO provides support functions for business and administrative systems including Core Financial SAP, Business Warehouse, Travel Manager, and WebTADS.

BASO Support Center

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Operating Hours: 8am – 4:30pm Daily

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Feedback

We are interested in receiving your feedback on how we can enhance the usefulness of this newsletter. For questions, comments, or to be removed from this distribution, email Jill Ballentyne at jballent@hq.nasa.gov. If there are others you know who might benefit from receiving this newsletter, please forward their email addresses and we will add them to the distribution.

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Find them both on the BASO Connection website at

<http://baso.hq.nasa.gov/newsletter.htm>.

